

PHILIP MORRIS U. S. A.

INTER - OFFICE CORRESPONDENCE

Richmond, Virginia

To: . Mr. Richard A. Thesing  
From: . Dolly Snead  
Subject: . Accomplishments for 1989

Date: January 15, 1990

I. SUPERVISION/LABORATORY MANAGEMENT

Objective: To perform required supervisory functions for the laboratory employees in accordance with PM policies, such as personnel management, scheduling and prioritizing work, and writing performance appraisals.

To insure that proper training is given to all personnel and that current procedures are maintained to provide requestors with accurate and timely data.

Results:

- A. Kept accurate personnel files, scheduled vacations, gave performance appraisals, and counseled my staff of technicians as needed.
- B. Have kept personnel informed on priorities and have allocated resources to expedite the workload and maintain a good turnaround time.
- C. Laboratory staff changed from five technicians to four technicians in 1989.
- D. A total of 95,715 samples were analyzed in the laboratory in 1989.

II. LABORATORY OPERATIONS

Objective: To monitor and maintain laboratory instrumentation and conditions.

Results:

- A. Learned the procedure for checking and adjusting the airflow in the ovens using an Alnor Velometer.
- B. Initiated use of silicone blocks and a displacement gauge to help establish a calibration standard for the three firmness instruments.

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- C. Began using statistical control charts as a means to monitor laboratory conditions.

### III. INDUSTRY MONITOR

Objective: To prepare laboratory #4282 to accommodate the Industry Monitor.

Results: Test instruments and equipment were removed from the lab to provide space for equilibration of the monitor. Approximately 850 cigarette magazines were stored on special shelving which was fabricated to accommodate the cigarettes for the equilibration period. Laboratory conditions were closely monitored with wet bulb/dry bulb psychrometers, and circulating fans were installed to maintain uniform airflow within the laboratory. Necessary instruments were temporarily set up in other laboratories to maintain workflow of priority samples during this period of approximately eight weeks.

### IV. SPECIAL STUDIES

Objective: To provide support for comparative and collaborative studies.

Results:

- A. Completed an evaluation of the firmness instruments using five different cigarette brands and testing at various relative humidity levels.
- B. Participated in a firmness collaborative study with Pierre Soquel of FTR. The testing was conducted on cigarettes from Switzerland at two condition levels (FTC and ISO).
- C. Additionally, Jean-Pierre Mussini and Marcel Hugenin of FTR were in Richmond to test a strain gauge calibrator for the firmness instruments. At that time, firmness testing was conducted on two cigarette brands at two condition levels (FTC and ISO) and on two firmness instruments (R&D and FTR).

### V. SAFETY/HOUSEKEEPING

Objective: To know and practice the safety and housekeeping procedures at R&D.

Results:

- A. Laboratory personnel have attended all required safety training sessions.
- B. Supervisor has kept lab personnel informed and trained in safety procedures.

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VI. MEMOS

1. Monthly Progress Reports
2. Memo to Richard A. Thesing, "Industry Monitor", dated June 19, 1989.
3. Memo to Richard A. Thesing, "Plans and Objectives for 1990," dated December 14, 1989.

VII. CAREER DEVELOPMENT

1. RS/1 Training
2. "Managing Cultural Diversity" workshop
3. "The Challenge of Measuring Humidity" seminar

DS:rad

*Dolly Sued*

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